

August 23, 2006

TO WHOM IT MAY CONCERN:

Denver Water is pleased to send out this Request for Proposal (RFP) for Technical Writing Financial Documents. All Proposals received by Denver Water, postmarked or delivered by September 5, 2006 at 4:00 p.m., will be carefully reviewed by our review committee and will receive equal consideration.

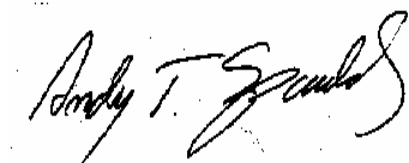
Proposals should be mailed to or delivered to:

Denver Water
1600 West 12th Avenue, Building 12
Denver, Colorado 80204-3412
Attention: John Buerkle

Proposals postmarked or delivered after September 5, 2006 will not be considered. If necessary, the field will be narrowed by a review committee. The RFP review process should be completed by September 30, 2006. Denver Water's Manager of Budgets will make the final determination of which Contractor can meet Denver Water's needs. The Contractor will be required to sign Denver Water's contract documents and to begin at a date set by Denver Water's Manager of Budgeting.

If you have any questions concerning the attached RFP, please contact Ms. Grace Wilcox, Manager of Budgeting, at 303-628-6245.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy T. Spaulding". The signature is stylized with a large, sweeping "S" at the end.

Andy T. Spaulding
Manager of Purchasing

ATS/mmww

Attachment

**REQUEST FOR PROPOSAL (RFP)
NO. 10513A
FOR DENVER WATER'S
Technical Writing for Financial Documents**

August 21, 2006

**Submit Proposal by September 5, 2006
by 4:00 p.m. Mountain Standard Time to:**

Denver Water Purchasing
1600 West 12th Avenue, Building 12
Denver, CO 80204-3412
Attention: John Buerkle

REQUEST FOR PROPOSAL

TECHNICAL WRITING FOR FINANCIAL DOCUMENTS

The City and County of Denver, acting by and through its Board of Water Commissioners, Denver, Colorado (hereafter Denver Water), is soliciting proposals for the services of a technical writer to assist in compiling, writing and editing various financial documents, including portions of the annual Budget Report and the Comprehensive Annual Financial Report.

Responses to this Request for Proposal must be received by September 5, 2006 at 4:00 pm Mountain Time. Electronic responses will be accepted, but each respondent must also provide two bound copies of their response and one “copy ready” unbound version. The package should refer to “Technical Writer Response” and be sent to:

Denver Water Purchasing
1600 West 12th Avenue
Building 12
Denver, CO 80204-3412
Attention: John Buerkle

Receipt of an electronic submission will qualify as meeting the **September 5, 2006, 4:00 PM** deadline. However, the required hard copies must be received by Denver Water Purchasing by **September 8, 2006 4:00 PM Mountain Time** (three business days after the deadline) in order to be considered a full submittal. No exceptions will be made.

All questions regarding the RFP should be presented in email form no later than 5:00 PM Mountain Time on September 1, 2006 – no phone calls please. Please address all questions to Grace Wilcox, Manager of Budgets, Denver Water, grace.wilcox@denverwater.org.

BACKGROUND:

Denver Water is an independent City agency existing to provide water to the citizens of Denver City and County, as well as those surrounding areas that have water service contracts with Denver Water. Denver Water currently has an account base of over 215,000. Denver Water employs approximately 1,000 people and serves a population of over a million in the greater Denver Water service area.

Denver Water is governed by a five member Board of Water Commissioners. The Manager of Denver Water reports to the Board, as does the Manager’s senior staff. The senior staff is made up of the following Division Directors: Finance, Public Affairs, Legal, Engineering, Operations & Maintenance, Information Technology and Planning.

The Finance Division includes Budgets, Accounting, Treasury, Rate Administration, Purchasing and Records and Document Administration.

BACKGROUND (continued)

Additional background on Denver Water can be found on our website, www.denverwater.org.

SCOPE OF WORK

Denver Water requires technical writing services to assist in the preparation of Denver Water's Annual Budget Report, Comprehensive Annual Financial Report, and other financial documents on an as-needed basis. These services will be needed for the period October 2006, through October 2007, with a one-year renewal option. These services may include some or all of the following:

1. Collaborate with Finance and other Denver Water Staff on the contents and direction of each product, and the best way to convey information regarding the major issues impacting the operations of the organization and their impact on the organization's finances. This work will include reviewing agendas and minutes from meetings of the Denver Board of Water Commissioners meeting as well as other documents to derive a sense of the major issues, discussing such issues with Denver Water Staff, and drafting text appropriate to the intended audience.
2. Review documents to ensure compliance with standards set for such documents by the Government Finance Officer's Association.
3. Suggest procedural innovations and improvements based on past experience or ongoing professional-development activities.
4. Review and suggest revisions to written and visual inputs produced by financial and non-financial sources.
5. Produce original copy based on direction and information provided by both financial and non-financial staff at Denver Water. Examples may include the Annual Budget Message, the CAFR Year in Review, and the Budget Program Summaries. Please see Appendix A for samples from past years.
6. Provide editing of each document/report to provide cohesive 'voice' for the complete body of work.

EVALUATION AND SELECTION

Each proposal will be evaluated based on the following criteria:

- Technical competence as demonstrated in samples of past work.
- Demonstrated ability to translate complex financial documents and concepts into reader-friendly language accessible to non-financial and financial audiences as circumstances dictate.
- Level of experience working as a technical writer in the field of Finance, preferably with Municipal Utilities.
- Feedback from professional references.

Denver Water reserves the right to be the sole judge of each respondent's suitability in each area, and the final supplier selection.

SPECIFICATIONS:

1. Contractor information, including resume listing relevant education, licenses and professional designations, and technical writing experience in the area of Finance, water utilities or other related areas.
2. Pricing proposal, including billing structure for services and payment terms, and explanation of what is and is not including in the pricing, as well as annual “not to exceed” amount.
3. Contact information for a minimum of three recent clients, as well as explanation of role played with each client. Emphasis should be on contacts in Finance, Utilities or Municipal Governments.
4. Minimum of three samples of past technical writing work efforts, including documents similar to those listed in the Scope of Work. These samples do not have to be submitted in electronic form as long as the bound copies follow with the stated three business days of the deadline.

COMPLETION OF PROPOSAL TO RFP

REQUIRED INFORMATION:

A. Format:

To ensure consistency, Proposals must conform to the following format:

1. Cover Letter
2. Table of Contents
3. Sections
 - a. Introduction
 - b. Qualifications
 - c. Other Information
 - d. References
 - e. Methodology/Proposed Work Plan
 - f. Pricing
 - G. Samples

Section a – Introduction

This section must contain information about the Contractor's experience and background. Include complete information regarding experience with this type of study, number of years, number of employees, etc.

Section b – Qualifications

This section must contain qualifications of personnel. Please submit resumes of key personnel who will be assigned to this contract, including years of experience and qualifications.

Section c – Other Information

This section should address any other information necessary for a full understanding of services offered.

Section d – References

Provide a minimum of three (3) references including contact person, phone number, address, description of service performed, and date of service (include local contacts).

Section e - Methodology/Proposal Work Plan

Describe methodology for completing assignments.

Section f – Pricing

Submit Pricing per Specifications.

Section g – Samples

Provide a minimum of three samples of past technical writing.